






# ABHIJA SURENDRAN

Receptionist and billing staff with one year experience manage administrative function for the hospital, possess strong ability in analyzing information and providing solution to problems, assist patients, and billing documents.

 8714056112

 abhijasurendran@gmail.com

 Mukkoottuthara ,erumely  
kottayam (dist)

## SKILLS

### KARATE TRAINER

- Karate
- Shodo khan  
yoga

- very energetic and result oriented and organized
- Hard working
- Efficient and well behaved person
- Problem-Solving
- Computer Literacy
- Project Management
- Strong Communication

## SOFTWARE KNOWLEDGE

- Microsoft excell
- Microsoft word

## EXPERIENCE

### BILLING, RECEPTIONIST AND TYPIST

Life scan

Marry queens mission hospital

Kanjirappally 2022 - 2023

- Hospital billing
- Front desk
- Scanning report typist

## EDUCATION

### HOSPITAL ADMINISTRATION

ISSD (Certification course)

(International school of skill development )

Graduation

SHERMOUNT COLLEGE OF  
ARTS AND COMMERCE -  
ERUMELY 2018 - 2021

- B.COM Computer application

Project :- "customer awareness of Akshaya center"